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JOINT FORCES HEADQUARTERS – ALASKA
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MEMORANDUM FOR ALASKA NATIONAL GUARD TECHNICIANS AND SUPERVISORS

FROM: JFHQ-AK/ HRO

SUBJECT: Administration of Technician Compensatory Time (HRO Policy Letter 12-05)

1. PURPOSE. This policy provides guidance on the accrual and use of Compensatory Time and Compensatory Time for Travel. This letter supersedes HRO Policy Letter 06-10, dated 01 December 2005.

2. REFERENCES. 5 U.S.C. 5543 and 5 U.S.C. 6123(a)(1); 5 CFR 550.114 and 551.531; Comptroller General opinions: B-183751, October 3, 1975, October 19, 1976; 58 Comp. Gen. 1 (1978); Section 1610 of Public Law 104-201, the National Defense Authorization Act, 1997 and 2008; 5 C.F.R. § 550.1404(d).

3. DISCUSSION. National Guard technicians are not entitled to overtime pay for overtime work. The technician is entitled to compensatory time off equal to the time spent in regular or irregular overtime work if overtime work is required, subject to management controls under 32 USC 709 (9)(2).

4. AUTHORIZING/PROCESSING COMPENSATORY TIME. 1 hour of compensatory time off is granted for each hour of overtime work. All compensatory time earned must be approved in advance and in writing. Approval will be documented in advance by the appropriate supervisor on a NGB Form 46-14 (Request, Authorization, and Report of Compensatory Time). Exceptions to this policy may be made in the case of short notice or emergency situations. Written approval will be accomplished at the earliest possible time in such cases. The approving official must be at least one level higher than the first line supervisor. Scheduling and planning will be used to avoid the need for overtime work whenever possible. Compensatory time earned (CE) must be used (CT) within 26 pay periods of being earned. There is no provision for restoration of unused compensatory time after expiration.

5. ACCRUAL OF COMPENSATORY TIME WHILE IN A TRAVEL STATUS. Time spent traveling is hours of work if:

- An employee is required to travel during regular working hours (i.e., during the regularly scheduled administrative workweek);
- An employee is required to work during travel (e.g., by being required to drive a Government vehicle as part of a work assignment);
- An employee is required to travel as a passenger on a 1-day assignment away from the official duty station; or
- An employee is required to travel as a passenger on an overnight assignment away from the official duty station during hours on non-workdays corresponding to the employee's regular working hours. (See 5 CFR 551.422(a) and NGB TPR 630)

Travel status is defined as the time an employee actually spends traveling between the official duty station and a temporary duty station. Travel status also includes the "usual waiting time" that precedes or

interrupts travel. Usual waiting times vary and can depend on a number of factors, including whether the travel is for a domestic or international flight. Employees accumulate compensatory time in increments of 15 minutes. Employees will forfeit accrued comp time not used within 26 pay periods (52 weeks) of it being earned.

6. COMPENSATORY TIME FOR TRAVEL. Compensatory Time for Travel is compensate employees for time spent traveling when such time is not otherwise compensable.

- Comp Time for Travel must be approved in writing by the supervisor in advance (except under extenuating circumstances such as delayed flights). Approval will be documented on a NGB Form 46-14 (Request, Authorization, and Report of Compensatory Time).

- Comp Time for Travel should be approved only when necessary. Every effort should be made to schedule travel during normal working hours.

- You do not have to be in "Travel Status" to be eligible for Comp Time for Travel. (i.e. eligible for per diem); however, you must be on officially authorized travel.


- Comp Time for Travel is only for use when actually in the process of traveling, i.e. flying by plane, or driving/riding in an automobile, bus, or train between your official duty station and a temporary duty station, or between two temporary duty stations. It cannot be used once you have reached your destination.

- Employees may claim Comp Time for Travel for normal waiting time that occurs while traveling (i.e. the 1 or 2 hours before a scheduled departure, or the 1 or 2 hours between connecting flights). However, employees cannot claim 'extended' waiting periods (i.e. unusually long waits prior to or between periods of travel during which employees are free to rest, sleep, or otherwise use the time for their own purposes) that occur outside normal working hours.

- Employees are entitled to compensatory time off for travel outside of regular working hours between an employee's home and a transportation terminal when traveling away from their official duty station. The amount of compensatory time is limited to the difference between the amount of time required for travel from the employee's home to his/her regular duty station, and the amount of time required for travel from the employee's home and the airport. The airport must be outside the limits of the employee's "official duty station" in order to be entitled to compensatory time off for travel from home to the airport while detailed to a temporary work station.

7. Compensatory time for travel earned (CB) must be used (CF) within 26 pay periods of being earned. There is no provision for restoration of unused compensatory time after expiration.

8. Questions pertaining to this policy may be addressed to Employee Benefits (907) 428-6475 or Labor Relations at (907) 428-6466.



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